



GRACE LETTER SAMPLE

Ullastres Externalización de Contratos, S.A.
c/ Conde de Vilches, 22
28028 Madrid

Madrid, 30 de noviembre de 2016

To our stakeholders:

We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the principles of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We are late in creating, sharing and posting our COP report due to [...]

We hereby ask for an extension period in order to be able to post a COP that describes our company's efforts and progress to implement the principles of the UN Global Compact. Our new COP report will be posted on the UN Global Compact website by 10 december at the latest.

Sincerely yours,

A handwritten signature in blue ink is written over the Ullastres logo. The logo consists of the red 'U' icon, the word 'ullastres' in red, and the text 'ULLASTRES, S.A.', 'C.I.F.: A-28051597', and 'C/ Conde de Vilches, 22 - 28003 Madrid' in red below it.

ullastres
ULLASTRES, S.A.
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María Jesus Ortega Redondo